

START

Determine action  
amount and type of  
deobligation/  
document reversal

Purchase  
Requisition (PR)  
correction?

No

Yes

Review status tab

Any documents  
posted against  
PR?

Yes

No

Follow  
LMS-CP-4505 and  
OLQR procedure

END

PO correction?

No

Yes

Review PO history  
tab

Any documents  
posted against  
PO?

Yes

No

#### SAP PO Processor

Follow OLQR  
procedure

END

Novation  
agreement?

Yes

No

Review OLQR  
procedure

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#### Objectives:

- determine whether a deobligation/document reversal request may be processed
- identify the PLI/SLI/ALIs under which the action may be effected
- document the actions required to effect the request

LMS-CP-4503

Revision: B-1

Approval \_\_\_\_\_ Original signed on file

Associate Director for Operations

#### GENERAL NOTE

A requester, without a basic understanding of SAP, should not attempt to follow this procedure without obtaining Integrated Enterprise Management Program (IEMP) Core Financial assistance.

This procedure is intended to address the accurate accounting of funds, but not alter amounts actually disbursed.

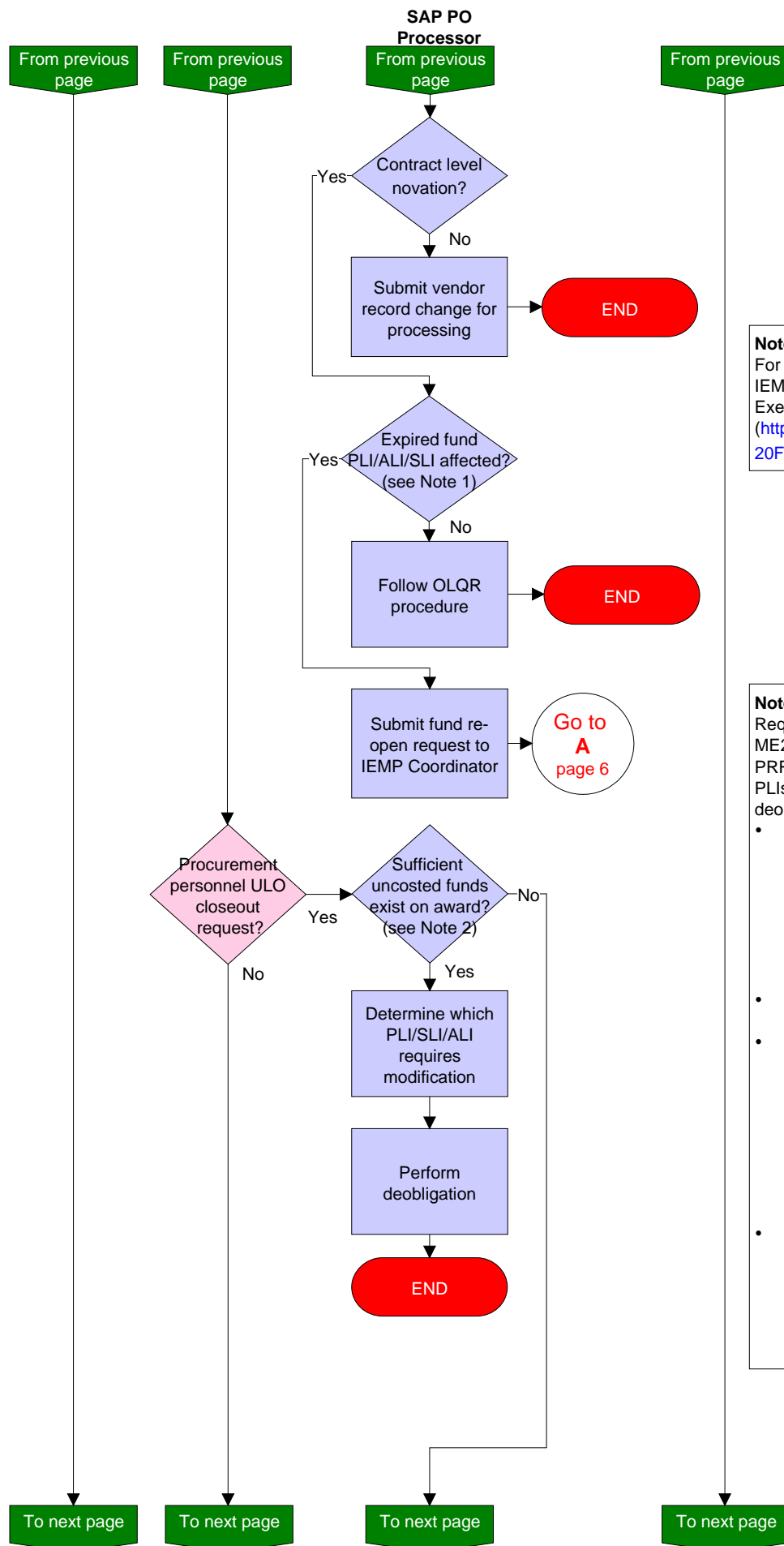
#### General Information

The following records are generated by this process and are maintained in accordance with CID 1440.7:

- Written request for deobligation or document reversal

#### Definitions

- **Accounting Line Item (ALI)** contains the funding structure for a particular good or service, e.g. Work Breakdown Structure (WBS), cost center, fund.
- **Competency Center (CC)** is a permanent center of expertise that supports the efficient implementation, enhancement, and maintenance of common business processes built around SAP. SAP actions that cannot be processed by a Center, for whatever reason, may be accomplished by the CC through the submission of a written Service Request (SR).
- **Contract Level Novation** is the Government's recognition of a successor in interest for a specific Government contract, when the original contractor's assets related to that specific Government contract are transferred. Because the successor in interest is not receiving all of the original contractor's contracts, only obligating documents in SAP related to the novated contract are transferred to the new contractor.
- **Deobligation** results in a reduction in the award value (e.g. decrease in price or scope, removal of excess funding).
- **Document reversal** is required when funding is changed or is to be moved from one document to another or from one PLI to another in the same document. The end result is a system correction with no reduction in award value (e.g. PR and PO corrections).
- **MR11** is a transaction code in SAP processed only by the CC upon entry of a Center SR to have the obligations, costs, and disbursements associated with a PLI/ALI equal in dollar amount (e.g., liquidation of obligation).
- **On-Line Quick Reference (OLQR)** is an intranet tool which provides procedures, job aids, and other necessary Help content for performing Core Financial transactions.
- The **PO Processor** is the cognizant individual with appropriate system access to create or change Purchase Orders in SAP.
- **Procurement Line Item (PLI)** reflects the goods or services to be procured.
- **Service Line Item (SLI)** contains the amount obligated and costed for a service PLI by ALI. A SLI may be found on a PR or PO's Item Details, Services tab.
- **Service Request (SR)** is an electronic document used by the IEMP CC to record, track and document resolution of IEMP systems requests for master data (e.g., vendor records), changes (e.g., enhancements), or discrepancies (e.g., problems).
- **Unliquidated Obligations (ULO)** exist when the disbursements made under an obligating document are less than the amount funded.



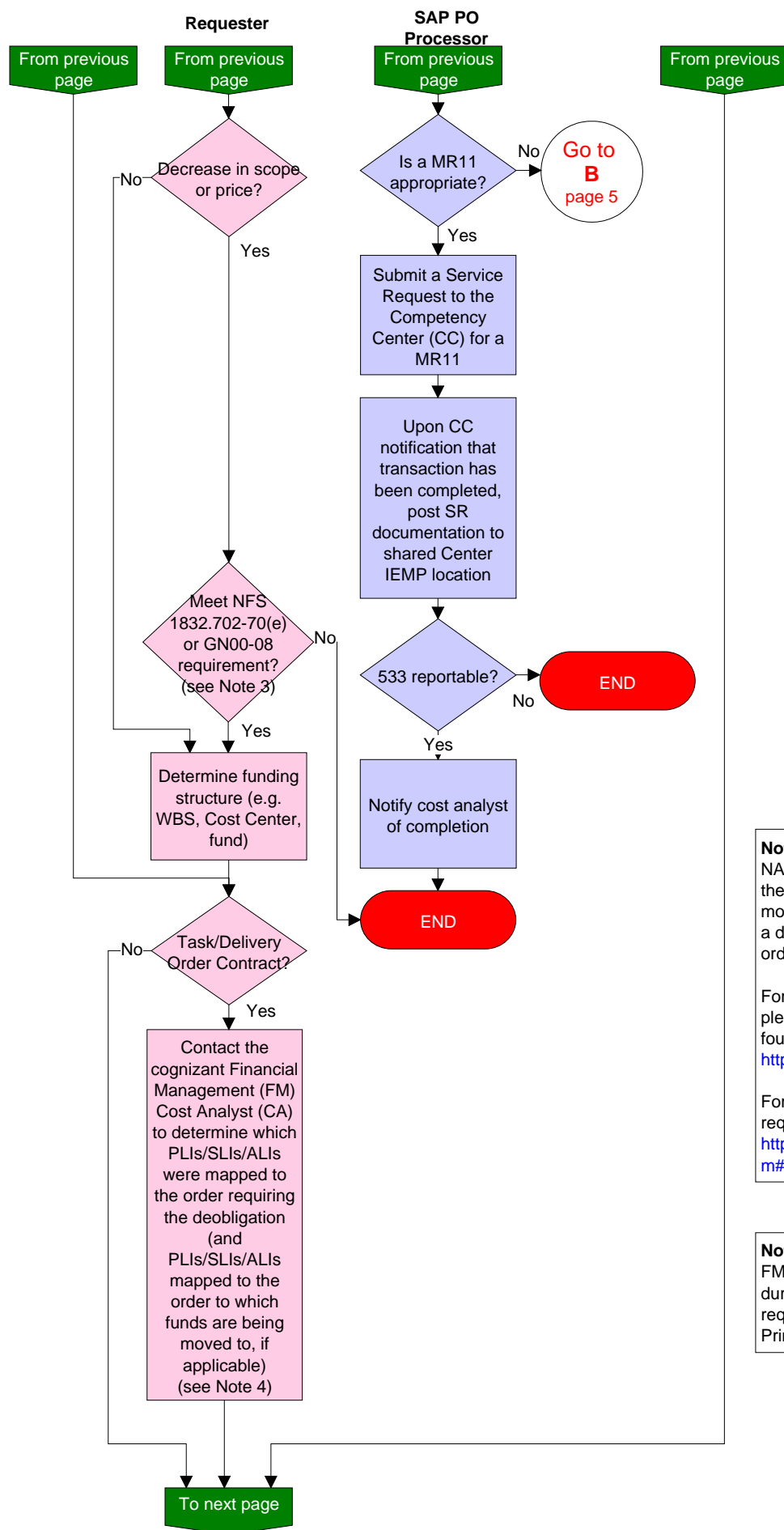
**Note 1**

For a listing of expired funds, please review the LaRC IEMP Core Financial, Additional Assistance, Budget Execution file entitled "List of Expired Funds" (<http://corefinancial.larc.nasa.gov/pdf/2004%20Expiring%20Funds.pdf>)

**Note 2**

Requester views obligating document within SAP (e.g. ME23N) or runs report (e.g. Z\_CCR\_CONVERTED1 or PRRPT33) from SAP/BW to determine which PLIs/SLIs/ALIs require modification to effect the deobligation:

- Review the ALIs line-by-line for each PLI to determine where the desired funding structure exists within the SAP obligating document (e.g. contract, grant, cooperative agreement, purchase order). (The PLI is displayed in the Item Overview section and the ALI is displayed in the Item Details section, Account Assignment tab of the SAP Purchase Order screen.)
- Correlates each potential ALI identified to a SLI (e.g. usually ALI # multiplied by 10).
- Once potential PLIs/SLIs/ALIs are identified, reviews each goods receipt (GR) or service entry sheet (SES) applied against the selected PLI to ascertain how much cost, if any, has been accrued for that specific ALI. (The Item Details section, PO history tab contains the GR/SES for each PLI. If the Item Details, Services tab (i.e. SLI) was used, the Actual Quantity column may be reviewed to ascertain the amount costed per PLI/SLI/ALI.)
- A matching PLI/SLI/ALI has been found when no cost has been accrued against it or the amount of funds uncosted equate to or are greater than the deobligation amount. (Several PLIs/SLIs/ALIs may need to be cited until the deobligation amount needed is reached.)



**Note 3**

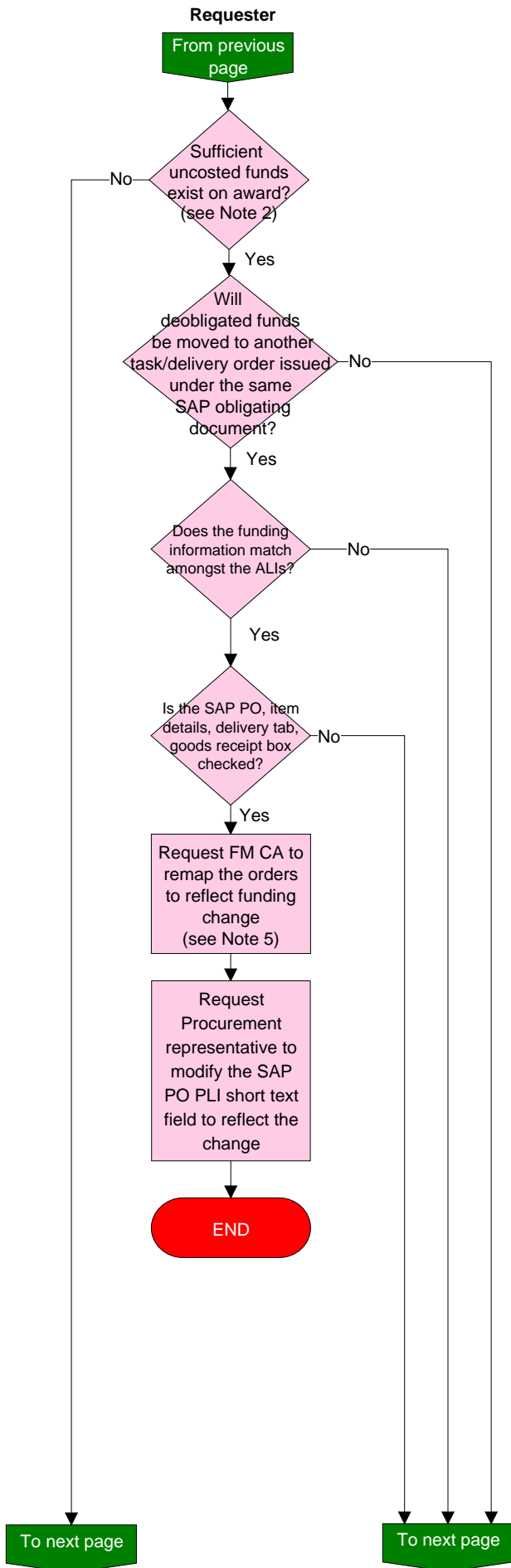
NASA Headquarters Procurement has determined that the below cited regulations do not apply to purely funding moves within the same obligating document. In addition, a deobligation may occur when closing tasks/delivery orders in order to resolve ULOs.

For non-profit grants and cooperative agreements, please review Grant Notice (GN) 00-08 requirements found at the following URL:  
<http://ec.msfc.nasa.gov/hq/grantnotices/gn00-08.html>

For all other awards, please review NFS 1832.702-70(e) requirements found at the following URL:  
[http://www.hq.nasa.gov/office/procurement/regs/1832.htm#32\\_702-70](http://www.hq.nasa.gov/office/procurement/regs/1832.htm#32_702-70)

**Note 4**

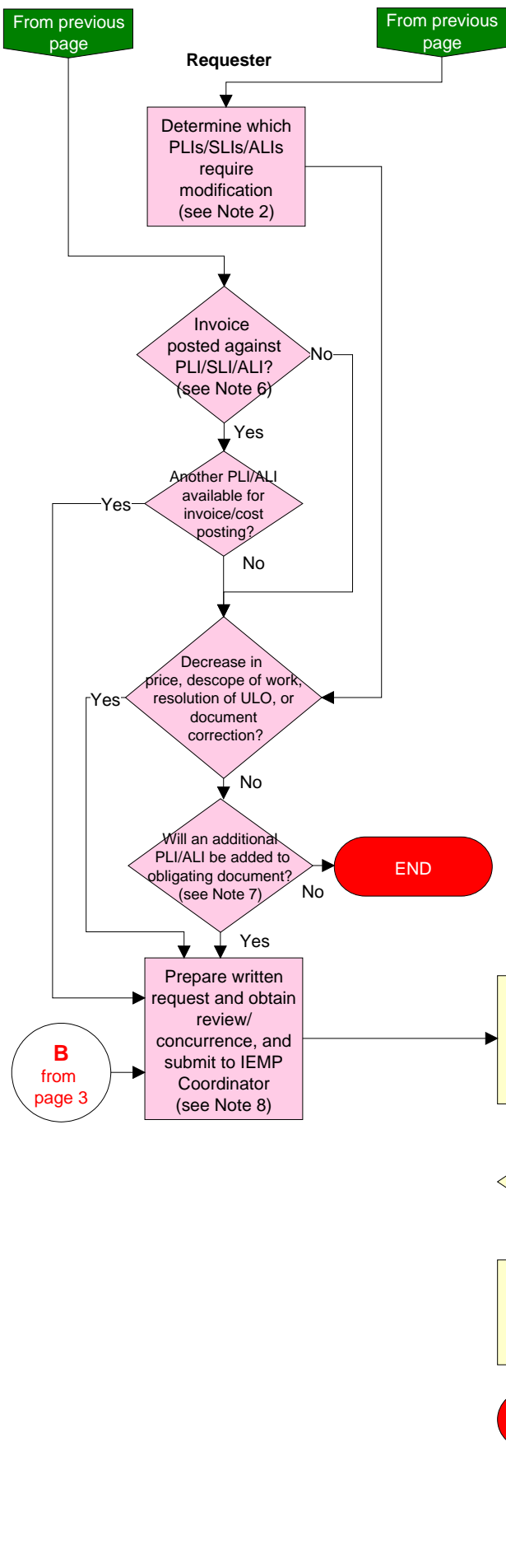
FM will conduct an appropriation integrity investigation during the performance of this activity to ensure the requested action may be processed in accordance with Principles of Federal Appropriation Law.



**Note 5**

Scenarios for Remapping

- If the Task Order (PLI/ALI/SLI) has not been costed, CA will remap.
- If the Task Order (PLI/ALI/SLI) has been costed but no documents disbursed, CA will remove the cost and remap the requested funds.
- If the Task Order (PLI/ALI/SLI) has been costed and documents disbursed, CA will coordinate with AP to remove the disbursements. Once the disbursement has been removed, the CA will remove the cost and remap the funds to another PLI/ALI/SLI. CA will then notify AP where to repost the associated disbursement.



#### Note 6

If all candidate PLIs/SLIs/ALIs have been fully costed or insufficient uncosted funds exist, the requester must review each invoice paid to determine if the ALI funds have been disbursed.

#### Note 7

It is at the discretion of the Contracting Officer as to whether additional PLIs/SLIs/ALIs needed to support the requested action are submitted via a new PR or modification to an existing PR for subsequent procurement obligation. The obligation must occur prior to or simultaneous with any reversal action.

#### Note 8

The written request must:

- discuss and justify the reason for the request
- cite the PLIs/SLIs/ALIs against which the deobligation is to be recorded
- state whether a cost/invoice reversal is being requested

Review and Concurrence Required:

- Technical representative (e.g. Contracting Officer's Technical Representative, Technical Monitor) signature is required unless the request is submitted by OP/FM personnel for the purpose of administratively closing or correcting a SAP document.
- Organizational Unit Manager (OUM) signature is required for those requests whose purpose is to transfer funds from one obligating document to another, e.g. one task order to another task order, task order to another contract, one contract to another contract.
- Signature of the Organizational Program Analyst presiding over the deobligation/document reversal action is required, unless the request is submitted by OP personnel for the purpose of administratively closing a SAP document. The program analyst for the requesting organization will coordinate the activity with the fund owner program analyst. For a listing of fund owner program analysts at the Center, please review the LaRC IEMP Core Financial, Additional Assistance, Budget Execution file entitled, "LaRC Fund Owner Program Analyst Listing" ([http://corefinancial.larc.nasa.gov/pdf/POCs\\_updated\\_March\\_22\\_2005.xls](http://corefinancial.larc.nasa.gov/pdf/POCs_updated_March_22_2005.xls))

#### IEMP Coordinator

Review request to ensure the requirements of this procedure have been met

LMS-CP-4503 requirements met?

Return request to requester with reason for rejection

END

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